

Welcome to the Spring edition of the GaPSC Certification Newsletter! In this issue we will cover important reminders and tools to use to help with common certification issues. Enjoy!



Initial Provisional Certificates expiring June 30, 2023

We currently issue initial Provisional Certificates (**BT**) for one year, and we post a 1-Year Issuance Letter outlining the next steps to extend and convert the certificate.

Remember:
Uploading an
enrollment letter
will **not** extend a BT.

- The educator must enroll in a state-approved educator preparation program and **verify enrollment** in MyPSC (or GaTapp must post an NTRS verification to the file) *before* June 30th to automatically extend the BT. Be sure valid PAQs are on file.
- If the educator does not verify enrollment before June 30th, the BT will not automatically extend. The LUA will need to submit the **Extend a Provisional Certificate** request through ExpressLane if the educator is eligible for the BT's second year.
- We **will not** issue the third year of the BT without proof of enrollment in a state-approved program— either by the candidate verifying enrollment in MyPSC or the GaTAPP provider posting the NTRS verification form to the file.

Application Request Timeline

You may begin applying for certification needed during the 2023-2024 school year. Be sure required documentation is on file!

Scenario/Transaction	Earliest Request Date
Beginning of the fiscal year	July 1
Beginning date for requesting a voluntary deletion	October 1
Beginning date for renewal of professional certificates expiring June 30 of the same academic year	December 1
Beginning date to convert One-Year Non-Renewable (N1) certificates issued between 1/1 and 6/30 for completion of PLP	December 1 of the following academic year
End date for requesting voluntary deletion	Last day of February
Beginning date for requesting conversion of Induction (I5) certificates expiring June 30 of the current academic year	March 1* <i>For FY23 and beyond, this will be automated and the LUA request is not necessary</i>
Beginning date for LUAs to request the following initial certificates/licenses for the upcoming school year: EX: Clearance (C), Induction (I1 or I3), Non-Renewable (N1 or N3), Paraprofessional (PARA), Permit (P), Provisional (B), Waiver (W)	March 1 – certificate will be forward dated to 7/1
Beginning date to request extension of the following existing certificates for the upcoming school year: EX: First year Provisional (B), Five-Year Induction (I5), Permit (P)	March 1
Beginning date to convert One-Year Non-Renewable certificates issued between 7/1 and 12/31 for completion of PLP	April 1 of the same academic year
End of fiscal year	June 30

GaPSC Resources



We've been busy bees at the GaPSC! Have you gotten a chance to review the new updates to the [Certificate Upgrade page](#)?

If you or an educator has questions about effective dates of level increases, common reasons for upgrade denials, or defining in-field and new-field requirements, this page will help point you to the answer!

And as we near the end of the academic year, be(e) sure to review the [HR Quick Reference Guide](#) for FAQs and certification procedures!



ExpressLane Reminders

- Submission of an Employer Assurance Form (EAF) alone **will not open a case**. Submit an ExpressLane transaction to create a case for review and notify our office of your request.
- We cannot retrieve rejected documents from ExpressLane. When submissions are rejected, re-upload the **entire** package, including the missing document and the original documents.

DID YOU KNOW?

Clearance Certificate requests are the **most rejected** ExpressLane transaction!

Assure the GACE Educator Ethics Assessment (test code 360) is posted to the account *before* submitting the Clearance Certificate request. Passing scores take 1-2 weeks to post to the account. Verify when scores are on file by accessing the **Test Results** section of the educator's lookup in gapsc.org.

Can an Adjunct Fill that Vacancy?

Do you need someone to teach in a grades 6-12 low incidence field for up to 50% of the school day? Try reaching out to your local community for someone with specific knowledge in the area, and hire them using the **Adjunct License**!

Hmm...

think
OUTSIDE
the BOX

- A CPA to teach accounting
- A financial analyst to teach economics
- Retired lawyer to teach political science
- A college statistics professor to teach mathematics
- A professional engineer to teach physics, etc.

More information can be found [on our website](#) and in the [Adjunct License Rule](#)!

What is the... Support Personnel License?

The Support Personnel License (SP) is for individuals who serve in positions of leadership over support functions, such as finance, transportation, facilities, research, and technology coordination.

It is the responsibility of the LUA to assure that the personnel assigned to support personnel positions of leadership in these and/or other functions hold the SP license. More information can be found [on our website](#) and in the [Support Personnel License Rule](#)!

Certification Training Library Update

The webinar recordings and presentations from the **GaPSC March 2023 outreach training sessions** are available in the Certification Training Library!

March 2023

Session Descriptions for 2023 Certification Outreach Trainings

1. Building your Candidate - Webinar

Building your Candidate - Presentation

Building your Candidate - Travel Guide Activity



2 Gals Gabbing: 2023 Induction Conversion

We know you are anxiously awaiting Induction Conversion automation, and we are too! Be on the lookout for an email from your favorite gabbing gals with more details. You won't want to miss their webinar discussing the Induction conversion process!

Special Education & GACE

WARNING: GACE test 003/004 should only be suggested to candidates in **dual field** Special Education General Curriculum/ Elementary programs, as verified in TPMS/NTRS!



This assessment **cannot** be used to add fields to a renewable teaching certificate.

[Click here for details about GACE and Special Education!](#)

Professional Learning Verification through CERT

If an educator meets the following requirements, submit the Professional Learning Verification Form via the CERT tab of your gapsc.org account:

- Former employee who no longer works with your LUA
- Met their PLP/PLG while employed within 5 years preceding the date of application. For 2023, PL can be verified beginning with the 2018-19 school year.
- Held professional certification at the time of completing the PLP/PLG

Afterward, the educator will apply for renewal on their own through MyPSC, and use the PL Verification Form to satisfy renewal requirements.

Are you new to your position? Do you need additional training on common transactions? Email Cert_Training@gapsc.com to schedule a virtual live session with our training team.



We hope you are enjoying your summer! In the July 2022 issue of the GaPSC Certification Newsletter, we discuss ExpressLane updates, adding fields, HB385, and much more. We hope to provide you with these types of newsletters quarterly.

Certification and Retired Educators

Remember that returning educators cannot hold the Retired Educator certificate to meet professional qualifications. They must hold a Professional, Non-Renewable, or Clearance certificate if waiving certification.

[Click here to access the HB385 FAQs](#)



Adding Renewable and Non-Renewable fields

Did you know most teaching fields can be added to a Professional or Induction teaching certificate by passing the appropriate **GACE content assessment?** The exceptions are adding Elementary Education (P-5) and Elementary Education/Special Education (P-5), which require the appropriate GACE content assessment and completion of an approved certification program in the field.

Remember, we can offer information on obtaining certification, but for the certification required for specific positions, please visit the **GaPSC CAPS resource**.

If an educator needs time to complete certification requirements to add a field, you may be interested in a Non-Renewable certificate. Please note that there is a \$20 application fee for a Non-Renewable – to avoid an ExpressLane rejection, please have the payment on file before the request is submitted.



IT'S JULY 2022!

Remind educators to log in or register for their MyPSC accounts! Valid PAQs must be on file between July 1 and June 30 of each academic year in order for cases to be evaluated, so now is the time to update them!

GA PROGRAM COMPLETERS

- ☒ As part of the semi-automated process, candidates enrolled in **Georgia** approved certification programs need to have valid MyPSC PAQs on file to automatically open a case.
- ☒ The TPMS form and MyPSC PAQs must be submitted in the same academic year.
- ☒ Out-of-state program completers must complete a MyPSC Online Application for program completion to open a case as they do not qualify for the semi-automated process.

Expediting and Evaluating

We do our best to maintain a processing time within two weeks of a case opening, so while we can provide support in answering your questions regarding cases on hold, we cannot expedite requests or evaluate cases by phone or email.

CPI Deadline is October

Don't Delay! Ethics 360 must be posted if requesting the Clearance certificate while we await additional documentation or when waiving certification.

EXPRESSLANE REMINDER!

If you do not have any required supporting documentation to submit for an applicant, you must choose "**Nothing to Upload**" at the end of the transaction request. For more information, refer to the **ExpressLane User Guide** in your .ORG account.

July 2022 Part 2!

July is here! This means that we cannot backdate certificates beyond July 1 if all documentation for the certificate was not received prior to that date!

GaPSC Hot Topics, Reminders and Updates

New Look! Click here to visit our **HR Personnel Quick Reference page** for common questions regarding certificate types, and information for checking educator ethics sanctions and histories.

Do you prefer a **checklist** for determining what documents to submit with each transaction type? We have one! **Click here!**

Do not give educators the phone number for the HR Line or the email address for the Certification HelpDesk. When emailing the Certification Helpdesk, do not CC educators on the email.

Click here for guidance on common documents for each transaction type to avoid rejection in ExpressLane!

Official transcripts for program completers showing a degree statement and/or Professional Learning Unit transcripts must be sent electronically to GaPSC by the program or LUA once the candidate is marked as complete in TPMS/NTRS.

When contacting our office by phone or email, be sure to include the **Certification ID number.**



MyPSC

Georgia Professional Standards Commission

Remind educators interested in upgrading their certificates to use the **Certificate Upgrade Advisor** to ensure an acceptable degree will lead to an upgrade **before** they enroll in a program.

Hiring Interns during their last semester of student teaching?

Our office is aware of a Memorandum of Understanding (MOU) between certain Georgia approved program providers and strategic/charter waiver school systems. We can only assist with the Clearance Certificate. For questions about Strategic Waivers and waiving certification, please contact **GADOE**, or if you need details of the MOU please contact the program provider.

Employer Assurance Forms, Professional Learning Verification forms, and Experience Verification Forms should be submitted in the **CERT** tab of your .ORG account.

CERT

I. Enter the candidate's criteria:

Social Security Number: OR Certification ID:

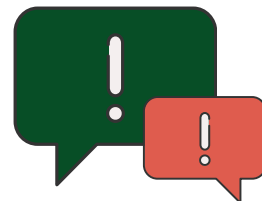
II. Click on one of the buttons below:

[Go to Employer Assurance Form](#)

[Go to Experience Verification Form](#)

[Go to Approved Program Completion Form](#)

[Go to Professional Learning Verification Form](#)



When applying to convert the One-year Non-Renewable certificate to Professional certification, remember to submit an electronic Employer Assurance Form for **Renewal along with the conversion application:**

☐ Renewal -- A PLP/PLG has been established and the educator is making adequate progress toward meeting the plan/goals.

☐ YES ☐ NO





We hope you have had a great start to the new school year! In this October 2022 issue of the GaPSC Certification Newsletter, we will discuss Waivers, Provisionals, Clearances and much more.



CPI Deadline is October 25th

We do not expedite requests or evaluate cases by phone or email. Remember: Ethics 360 must be posted if waiving certification or to issue the Clearance certificate while a case is open.

ExpressLane: Fees & Tests

You can verify if the GaPSC has received GACE scores by using ExpressLane or the look-up feature on gapsc.org. Simply scroll down to the test results box at the bottom of the educator's file.

Test results are on-file for the following areas...

Description	Effective Date
Educator Ethics - Program Exit	2022-03-01

Submitting certain ExpressLane transactions requires necessary documentation to be on file **up-front** to avoid processing delays. Here are some tips for common rejections:

The \$20 application fee for **Non-Renewable and Waiver requests** (if this is not the candidate's first certificate) must be on file *before* you submit the ExpressLane request.

When waiving certification by requesting the **Clearance Certificate**, passing scores for the GACE Ethics 360 assessment must be on file *before* you submit the ExpressLane request.

GACE Paraprofessional assessment scores must be on file *before* submitting **Paraprofessional License** requests if the candidate does not satisfy the education requirement with college coursework.

Waiver Certificates

Do you know the difference between Strategic Waivers and Waiver Certificates? **Strategic Waiver School Systems** and the GaDOE partner together to create flexibility concerning certain state laws, rules, and guidelines for certification requirements. The GaPSC is only responsible for processing the Clearance Certificate request sent through ExpressLane.

Our office issues Waivers, case-by-case, to individuals who have not satisfied all certification requirements. Submission of a request **does not** guarantee issuance of a Waiver certificate. Candidates must satisfy the minimum education for the type of certificate requested, and remaining certification requirements must be completed within one year.



What is NOT a Waiver request?

- **When requirements for certification cannot be completed within one year.** If you are a Strategic Waiver School System, we suggest implementing your Strategic Waiver in this situation.
- **If the Provisional certificate is needed for a second year, and the candidate is not enrolled in a program.** In most cases, the certificate may be extended for one more year upon submission of the ExpressLane request. **Note:** The Provisional will not be extended for the third year if not enrolled in an approved program.
- **Provisional requests in Special Education General Curriculum or Special Education Adapted Curriculum** where the candidate satisfies all requirements for the Provisional certificate except for passing the content assessment. The content assessment for these two fields is not required up-front for issuance of the Provisional.



NEW (ACADEMIC) YEAR, NEW PAQS!

Remind educators to log in or register for their MyPSC accounts! Valid PAQs must be on file **beginning July 1, 2022** to be acceptable in lieu of a full application.

ExpressLane: Uploading Documents

A [u] or [w] beside the ExpressLane status means the request **has not** been transmitted. If your request does not require an upload, then withdraw the transaction and submit a new one, being sure to choose **Nothing to Upload**. If you are not given the **Nothing to Upload** option, please contact our office for further guidance.



Click here to visit our [HR Personnel Quick Reference page](#) for common questions regarding certificate types, and information for checking educator ethics sanctions and histories.

Do you prefer a [checklist](#) for determining what documents to submit with each transaction type? We have one! [Click here!](#)



Military Support

Are you interested in hiring a military service member or veteran for a second career in teaching, **or** is your potential employee a spouse of an active military service member?

GaPSC offers modified requirements for these educators.

You can find more information here on our [Military Members and Spouses page](#).

Need a Status Check?

Hold Letters are posted to the *Correspondence from the PSC* section of the educator's file, which may be accessed via **ExpressLane** or the gapscc.org look-up feature. Outlined requirements may be subject to change if there is a need for additional information based on documentation submitted, so be sure to refer to the **most recent** Hold Letter.

Correspondence from the PSC		
Action	Title	Date Posted
View	NEW – Hold Letter	2022-03-23

Remind educators to use the [Certificate Upgrade Advisor](#) and save the responses to their MyPSC account to ensure the course of study they're interested in will lead to an upgrade **before** they enroll in the degree program.



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[Degree Requirements](#)

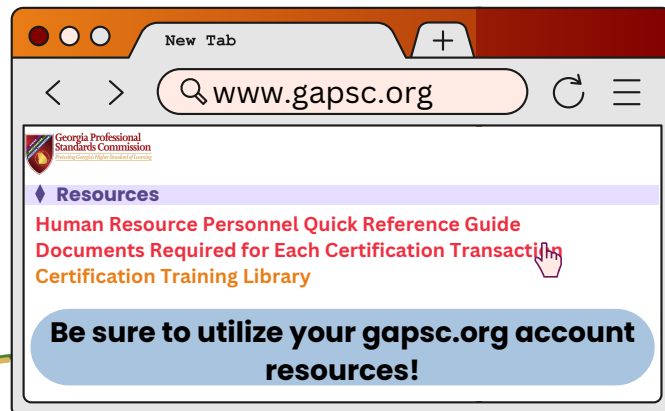


REMINDERS

Who Can Teach This Class?

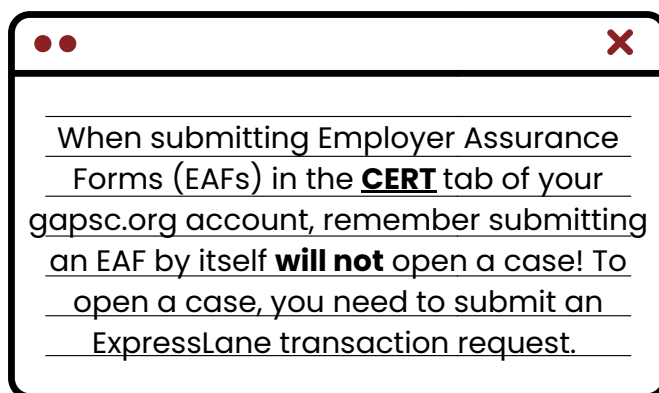
We can offer information on obtaining certification, but to know the certification required for specific positions, please visit the [GaPSC CAPS resource](#). Remember, we cannot evaluate cases by phone or by email!

[Click here to access CAPS](#)



Visit our [Paraprofessional Outreach Presentation](#) in .ORG for guidance on calculating acceptable college credit to satisfy the education requirement.

We do not calculate grades of Ws, Ds, Fs or remedial classes to exempt the Paraprofessional test.



ETHICS FAQs

Are you new to using any part of gapscc.org? Do you feel you need specified training for particular transaction types?

You can email Certification.Training@gapsc.com to schedule a time with our training team for a virtual live session!



Welcome to the new year! Our first GaPSC Certification Newsletter of 2023 will cover this year's renewal process, certification procedure reminders, and information for program completers.

Batch Renewal

On January 5, 2023, Kelli and Windy formally introduced the new batch renewal process and discussed renewal requirements during the "Ready to Plow Through Renewal?" webinar for 2 *Gals Gabbing*. The presentation is available for re-watch in your gapsc.org account Certification Training Library.

Please review these reminders:

I. Find or enter an applicant

Please enter the applicant's Social Security Number **OR** Certification ID

SSN **OR** Certification ID

[Batch Renewal Instructions](#)

1. We are addressing technical errors that may arise. Please **email** CertHelp instead of calling the HR Line to report any issues.
2. The only modification that should be made to the Databank report is the removal of educators using the right click + delete option on their row. Including notes, renaming the sheet, or adding/removing columns will result in **upload failure**.
3. The option to submit renewal applications individually will not be removed. If an educator does not appear on the "Meeting" list but satisfies renewal requirements, apply using the ACRES renewal method.

Welcome to Data Bank

Category:

Report:
Educators MEETING renewal requirements this year for Batch upload
Educators MISSING renewal requirements this year

4. Individuals not meeting **all** requirements for renewal, including adequate PLP/PLG progress and satisfactory background checks, must have their applications submitted via ACRES individually.
Remove them from the spreadsheet.

5. If you are a charter school and your "Missing" and "Meeting" Databank reports are blank, email CertHelp, as we may need to update your gapsc.org account.

6. The Databank reports are based on October 2022 CPI data. Newly hired educators may not be listed, so you should submit their applications using ACRES.

7. If you receive a status error message for an educator in your batch upload, correct the issue then reapply for that educator. An error for one individual will not affect the rest of your original submission.

As GaPSC policies and procedures continue adapting to simplify certification while maintaining high-quality standards, be certain of one thing: we are here to help plow through any issues that may block your path!



Spring 2023 Outreach Session

Be on the lookout for a survey link from Cert_Training@gapsc.com to suggest presentation topics for the Spring Outreach 2023 session. We plan to craft each session with you in mind, so be sure to respond by the deadline in the email.

CPI Deadline is March 28th

We do not expedite requests or evaluate cases by phone or email. Remember: Ethics 360 must be posted if waiving certification **or** to issue the Clearance certificate while a case is open.

Visit the [HR Personnel Quick Reference page!](#)

The [Educational Leadership certificate page](#) of our website has been updated!

Rule Updates



January 1, 2022

- Educators holding the Reading Endorsement are eligible to teach Reading in grades P-12.
- Health Information Technology is added as a Career and Technical Specialization.

July 1, 2022

- The Program Admission Assessment and GPA requirements are no longer required for certification and program entry.
- GACE Literacy Specialist Assessment (Test 560) is created for Literacy Specialist program completers, who will be in-field to coach P-12 reading teachers.
- Computer Science Micro-Endorsement is created, allowing educators enrolled in a GaPSC-approved Computer Science program to teach introductory computer science courses prior to program completion.
- Requirements for acceptable electronic transcripts and PLU transcripts are clarified.

October 1, 2022

- Intervention Specialist Endorsement in-field requirements are clarified.

Pre-Service and Program Completer Reminders

Candidates completing field experiences and clinical practices in Georgia must hold a Pre-Service Certificate (PST). *** Certification will be delayed for any candidate who does not hold proper certification during field experiences.**

- Verify whether a candidate holds the appropriate credential by using the [Certification Lookup Tool](#) on gapsc.com.
- Candidates who are not certified, hold a Paraprofessional License, or hold a stand-alone Clearance Certificate must hold a PST during field experiences.
- ★ Candidates **do not** need to hold a PST if they hold a **valid** Permit, Professional, Provisional, or Waiver certificate.
- Individuals completing a service field program are not required to hold a PST.
- Non-professional certificates must be valid at the time of practicum completion.

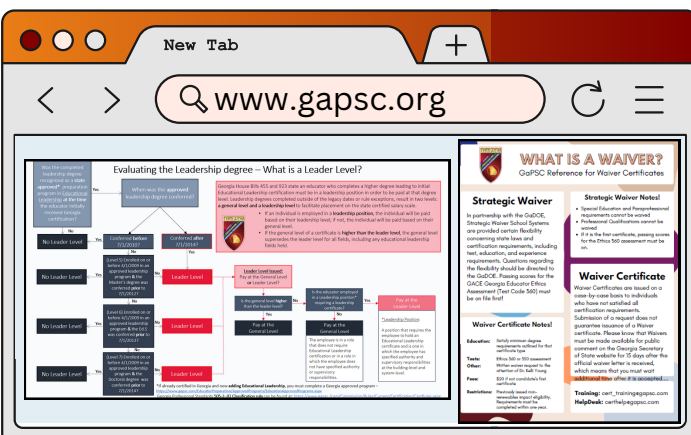
Congrats to the Grads!

Remember: a case will automatically open for candidates enrolled in **Georgia** approved programs once MyPSC PAQs and TPMS Program Completion are submitted in the same fiscal year. Out-of-state program completers must complete a MyPSC online application to open a case.

Conversion Mechanism

There are no Georgia providers offering the Conversion Mechanism for the field of Curriculum and Instruction; educators who choose advanced degree programs at out-of-state institutions in this field may not qualify for an upgrade. **All Conversion Mechanism programs are phasing out effective July 1, 2023.** Have educators visit our [GaPSC-approved Providers](#) list and use the [Upgrade Advisor](#) before pursuing advanced degrees.

Check out the **new** Waiver Certificate and Leader Level handouts posted in the Training Library!



Did you know that you can email Cert_Training@gapsc.com to schedule time with our training team for a virtual live session?



Welcome to the July 2023 edition of the GaPSC Certification Newsletter! In this issue, we'll discuss general reminders and updates, including automated transactions and PAQs in FY24.



Automated Transactions

In 2023, our office introduced the new batch renewal and automated Induction certificate conversion processes. Continue reading for a brief overview. Remember that only public school systems may utilize some of these features.

Induction Conversions

Welcome to Data Bank

Category: Certification lists

Report:

-- Select a report --

Educators with Non-Renewable credentials expiring this year

Non-renewable expired this year Educators with INs and I5 Certs

Beginning April 2023, our office launched the automated Induction Certificate conversion process. Access the "Educators with INs and I5 Certs" tab of the *Educators with Non-Renewable credentials expiring this year* Databank report to verify whether your educators satisfy the requirements for conversion.

If the educator satisfies the requirements for conversion, has valid PAQs on file, and is employed (as verified by CPI), the conversion will be automatic. You will not need to submit additional documentation.

Renewals

Welcome to Data Bank

Category: Certification lists

Report:

-- Select a report --

Educators MEETING renewal requirements this year for Batch upload

Educators MISSING renewal requirements this year

In January 2023, our office introduced the batch renewal process during a 2 *Gals Gabbing* webinar. Please visit your gapsc.org Certification Training Library to watch the recording from that session. Batch renewal instructions are also available in the ExpressLane tab of your account.

Remember that the option to submit renewal applications individually has not been removed. If an educator does not appear on the "Meeting" list but satisfies renewal requirements, apply using the ACRES renewal method in ExpressLane.

July 1, 2023: Certificate Dates

July 1st marks the beginning of a new fiscal year! We cannot backdate certificates prior to July 1 if all required documents for the transaction, including Employer Assurance or fee, were not received prior to that date.

Personal Affirmation Questions

PAQs completed before July 1, 2023 are no longer valid for new certification transactions. Remind educators to log in or register for their MyPSC accounts and complete their MyPSC PAQs!

Expediting

We do not expedite requests or evaluate cases by phone or email. Remember: Ethics 360 must be posted if waiving certification **or** to issue the Clearance Certificate while a case is open.

Resources

HR Personnel Quick Reference page: HR-specific topics and certification updates

GaPSC FAQs page: Answers for policies across all GaPSC divisions. Feel free to share this link with educators!

Watch the GaPSC Video Series



A growing collection of videos featuring essential information on GaPSC policies, processes, and more.

[Explore now >>](#)

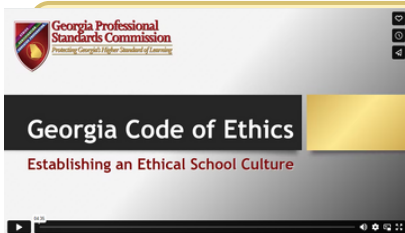
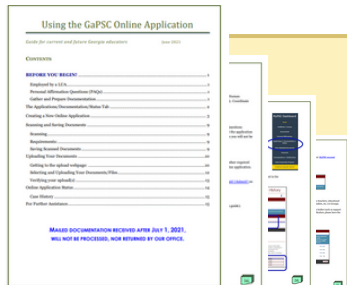


Additional Resources

Click the icons below to access our collections!

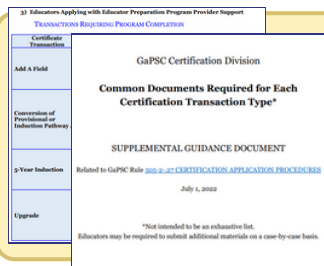
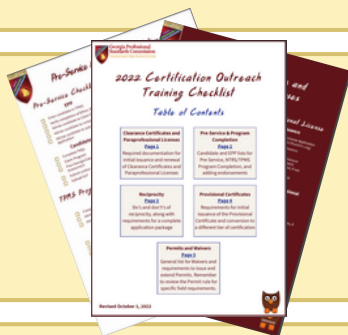


MyPSC Guidance



Ethics Resources

Certification Transaction Checklists



Common Documents for Each Transaction

ExpressLane User Guide



Your pop-up blockers may be blocking our site! Access the **Settings** of your internet browser, and click "allow pop-ups" for our site. If you still have issues, please contact your IT department.

Trouble Viewing Hold Letters?

When applying to convert the One-year Non-Renewable certificate, remember to complete the ExpressLane request **and** submit an electronic Employer Assurance Form in the CERT tab of your gapsc.org account:

✓ Renewal -- A PLP/PLG has been established and the educator is making adequate progress toward meeting the plan/goals.

✓ YES ○ NO

Status Checks

Our current processing time is on the homepage of gapsc.com. Please wait before reaching out for status updates on applications received after this date, as we do not expedite cases.

Certification Status

• Application status checks are not provided by phone or email.

• Documents must be submitted electronically as outlined [here](#).

• We are currently processing complete application packages received on or before **June 30, 2023**.

• To help us process applications efficiently, please wait at least two weeks after completing your application before contacting our office with any concerns.

• [Application Status](#)

• [Public Certification Lookup](#)

Hold Letters are posted to the *Correspondence from the PSC* section of **ExpressLane**. Verify that all documents from the Hold Letter are submitted before inquiring about an applicant's status.

Correspondence from the PSC		
Action	Title	Date Posted
View	NEW — Hold Letter	2023-07-13

Utilize the **Quick Lookup** feature on your gapsc.org homepage to review the documents on file for the educator.

Documents received and on-file		
Action	Date Received	Description
View	2023-07-03	Personal Affirmation

You can verify if the GaPSC has received educator assessment scores by scrolling to the bottom of the educator's file in **ExpressLane**.

Test results are on-file for the following areas...	
Description	Effective Date
Educator Ethics - Program Exit	2023-02-01

Did you know that you can email Cert_Training@gapsc.com to schedule a virtual live session with our training team?